Module 4

Chapter 2

Building an External User

Chapter Overview

Introduction

This procedure explains how to build an External User and assign the user to a virtual position. It is designed for both military and civilian personnel who need access privileges to a database. Oracle HR and the DCPDS require you to be an employee (or External User) in the database in order to use the database.

A typical example for building an external user would be a personnelist in one Region needs access to another Region in order to process personnel actions. The personnelist is built as an External User and assigned to a "virtual" position in that region.

It is a process similar to building the "skeletonized" virtual position. This process builds a "skeletonized" assignment for an external user.

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Chapter Contents (continued)

Before You Begin

External Users:

- Can be military or civilian.
- Need to be assigned to a virtual position unless they:
  - Do not finalize personnel actions (sign RPAs/NPAs).
  - Will never appear on the Training Request Form or DD Form 1556 as the person being trained.
  - Need to be in a hierarchy for another Component.
- Cannot be assigned Elements; e.g., FEGLI, etc.
- May be assigned any level of RPA responsibility, or may be given no RPA access.
- Can prepare Training Request Forms.
- Are not reported in CPDF/OPM Strength Data.
- Can be assigned User Ids just as any other user in the database.

Note: If the External User is assigned the approver or signer role of NPAs, there must be a position working title in the virtual position the user is assigned to **before** the user can finalize a personnel action. Otherwise, the signature block on the printed NPA will contain the External User's name without a title.

This is a **two-day** process:

1. **Day 1:** The person is an **"Active Applicant"** and then an "Accepted Applicant"
2. **Day 2:** The person is an **"External User**."

Example: To assign an External User to a Virtual Position effective 17 May 2003, a prior date of at least one day must be used for entering the applicant (e.g., 16 May or earlier).

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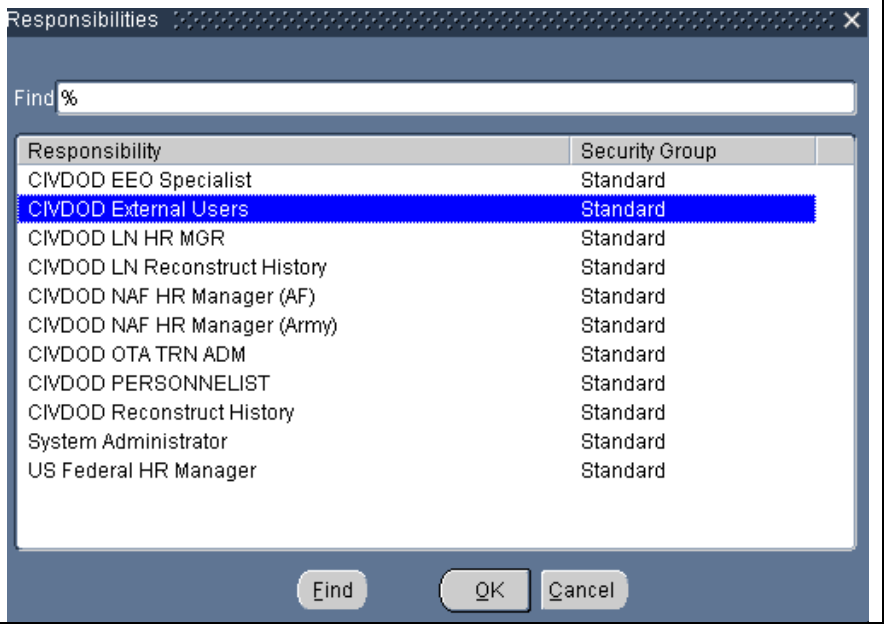
Building an External User

Who Builds Virtual Positions?

Personnelists will normally build Virtual Positions following the procedure in Module 2, Position Management and Classification Using the DCPDS, Chapter 1, Building a Virtual Position.

Who Builds External Users?

System Administrators or personnelists build External Users to be placed in Virtual Positions using the following procedure. Components will determine who has this responsibility.

Step	Action
1	In the **Responsibilities** window, Select **CIVDOD External Users**. Then click the **<OK>** button. 

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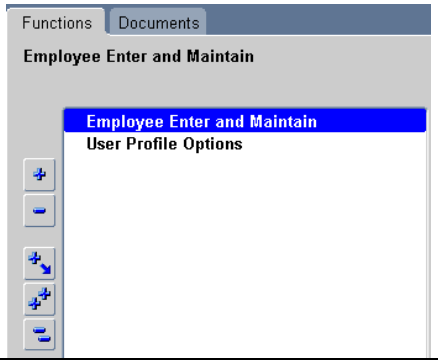
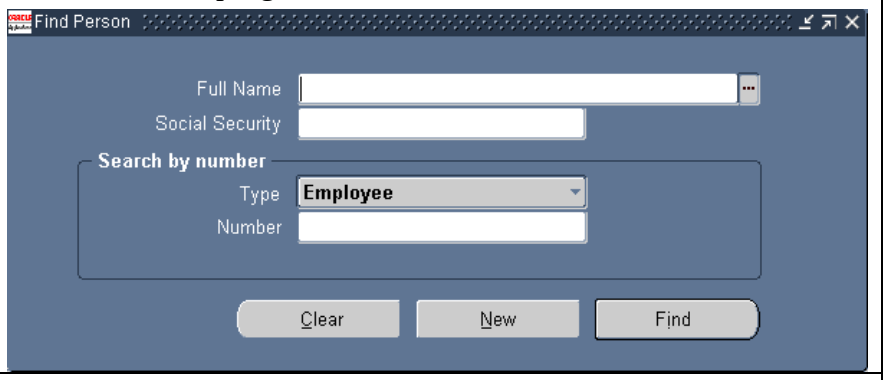
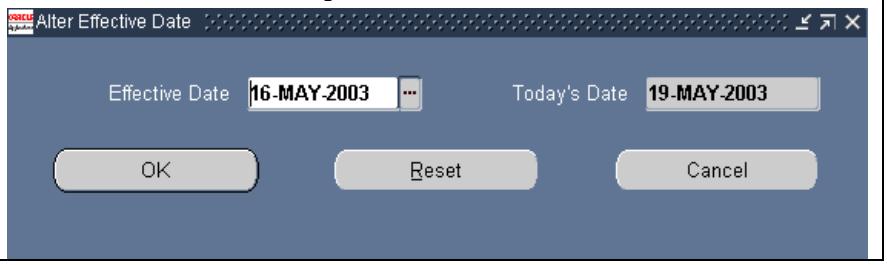
Building an External User, Continued

Who Builds External Users? (continued)

Step	Action
2	The **Navigator - CIVDOD External Users** window opens. Click **Employee Enter and Maintain,** Click **<Open>**. 
3	The **Find Person** window opens. Click the **<New>** button or click the "X" in the top right to close the window. 
4	Click the **DateTrack** button and set the effective date back at least one day from the date the External User is to be effective. (Ex: Current date is 17-MAY-2003; **DateTrack** to 16-MAY-2003) The new effective date opens on the Title Bar: 

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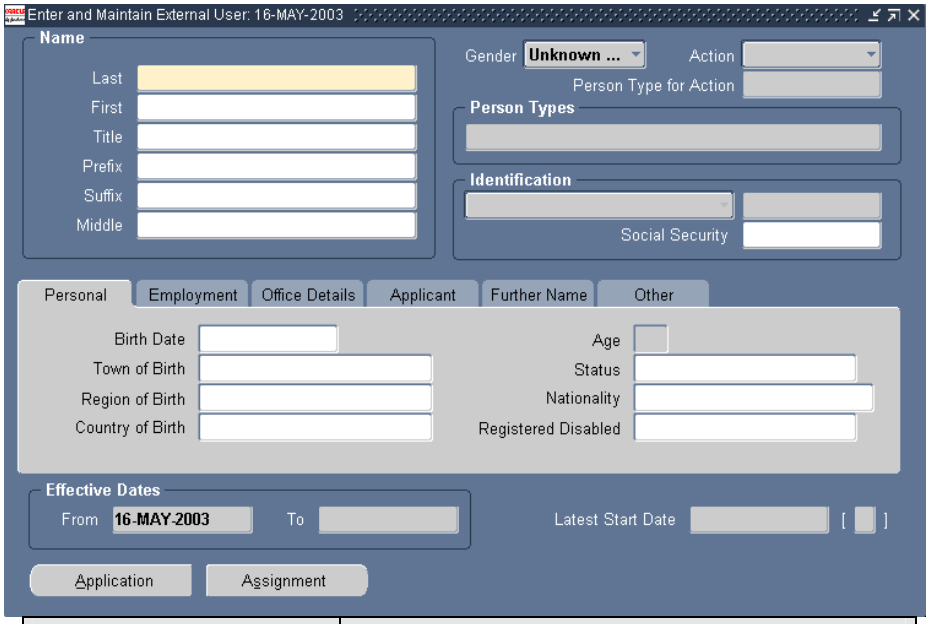
Building an External User, Continued

Who Builds External Users? (continued)

Step	Action
5	On the **Enter and Maintain External User** window, build a skeleton Applicant. Input the following data fields **only**:



Data Field	Action
Name	Type in the name (all caps).
Sex	Click the drop-down menu to select.
Action	Click the LOV to select or type in **"Create Applicant."**
SSAN	Type in the number (may be real or bogus for External Users).
Birth Date	Type in a date (may be real or bogus for External Users).

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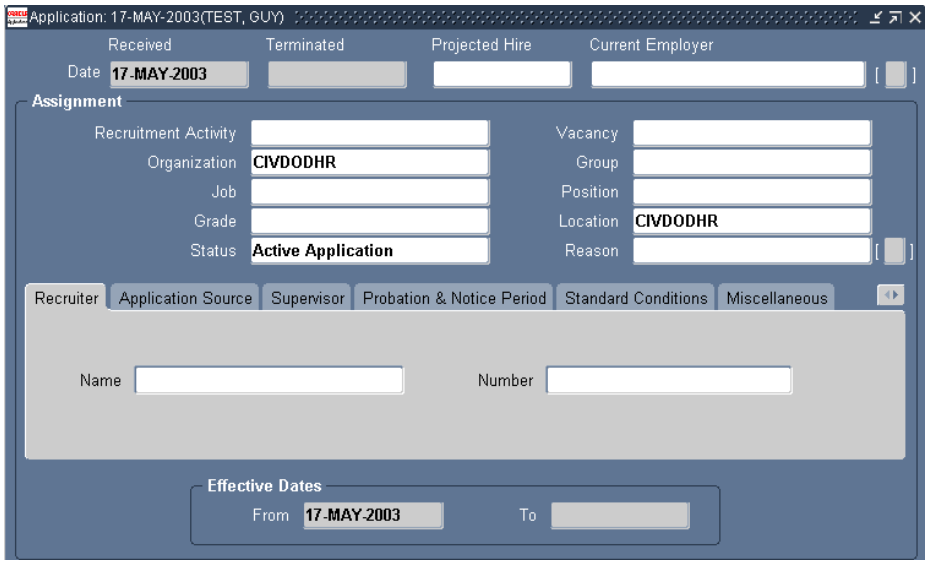
Building an External User, Continued

Who Builds External Users? (continued)

Step	Action
6	Click **Save** on the Toolbar.
7	The **Altered Effective Date** populates in the **Title Bar** and the ***From*** data field in the **Effective Date** Region. The ***Applicant*** data field has a system-generated number. The employee's age populates in the ***Age*** data field.  Click the <**Application**> Taskflow Button at the bottom of the window.
8	The **Application** window opens with the **DateTracked** date and the name of the applicant on the Title Bar.  **Note:** The ***Effective Date*** of the Applicant remains the same (in this case, 16-MAY-2003) throughout the process.
9	Delete CIVDODHR from the ***Organization*** data field.

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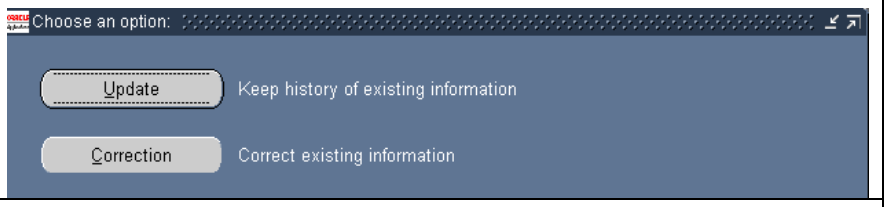
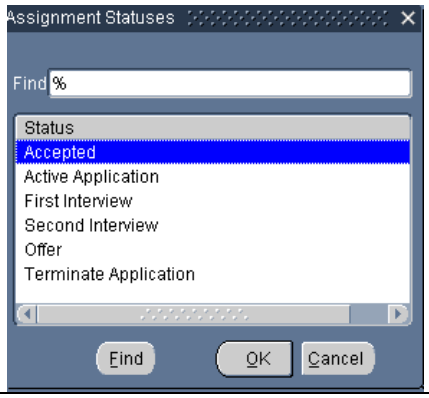
Building an External User, Continued

Changing Status to "Accepted"

Step	Action
10	Place the cursor in the ***Status*** date field. The **Choose an Option:** window opens with two taskflow buttons: 1. <**Update**> - Keep history of existing information. 2. <**Correction**> - Correct existing information. Click the <**Correction**> button. 
11	With the cursor still in the ***Status*** data field, click the LOV icon and select "**Accepted**." From the list then click the <**OK**> button. The ***Status*** changes from "**Active Application**" to "**Accepted**." 

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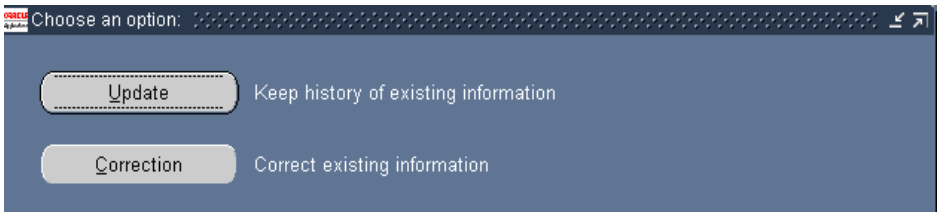
Building an External User, Continued

Changing Status to "Accepted"

Step	Action
12	In the ***Position*** data field, click the LOV icon to select the virtual position that the External User will be assigned. In the reduction criteria, type %.EXT%. All civilian virtual positions display. Select one of the positions. Click <**OK**>. (If you need a military virtual position, type %.MIL%.
13	Click the **Save** icon. A **Caution Box** opens and asks: "Do you want to use the location of the new position?"
14	Click the <**OK**> button. The ***Position*** and ***Location*** data fields populate.
15	Click the "X" in the top right of the window to **Exit** the window. The **Enter and Maintain External User window** opens with ***Type*** data field populated with "Applicant."
16	**DateTrack** to the date the user is to be effective. (Ex: 17-MAY-2003). The cursor is in the ***Type*** data field, and says "**Applicant**."
17	Click the LOV and select "**External User**. Click **<OK>**.
18	The **Choose an option:** window opens.  Click **<Update>**.
19	The **Enter and Maintain External User window** opens with the ***Type*** and ***Hire Date*** (17-MAY-2003) data fields populated.
20	Click **Save**. **Note:** Remember to reset DateTrack back to the current date.

Building an External User, Continued

Assigning an External User to a Different Position

Step	Action
1	To assign an **External User** to a different position, click **<Assignment>** on the **Enter and Maintain External User** window.
2	The **Assignment** window opens. Click the **Clear Record** button on the Toolbar. With your cursor in the ***Position*** data field, select the new position from the LOV.  **Notes:** If the assignment is effective in the future (or past), date track to the effective date of the reassignment before completing your update. • The ***Position*** data field LOV opens only the virtual positions belonging to the organization shown in the ***Organization*** data field. • If you wish to see all virtual positions regardless of organization in the LOV, delete the name from the ***Organization*** data field before requesting the ***Position*** LOV.
3	Click **Save**.

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